



STATE PROCUREMENT OFFICE  
NOTICE OF REQUEST TO AMEND AN EXEMPTION  
FROM HRS CHAPTER 103D CONTRACT

13 MAY -8 P1:28  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: High Technology Development Corporation (HTDC)  
Name of Requesting Department

Pursuant to HRS §103D-102(b)(4) and HAR section 3-120-5(d), the Department requests to amend an exempt contract as follows:

1. SPO-007, Exemption Reference (PE) Number: 12-010K, as amended by 12-010Ka1

2. Vendor/Contractor/Service Provider Name: N/A

3. Describe the goods, services, or construction:

The INNOVATE Hawaii (formerly the Manufacturing Extension Partnership) program is requesting an extension to P.E. No. 12-010K, as amended by 12-010Ka1 to 6/30/14. This exemption allows the program to procure designated consultant support for manufacturing clients' projects through an open and modified RFP process. The RFP invites business consultants not already on INNOVATE Hawaii's prequalified provider list to apply for placement in the upcoming fiscal year. The current exemption will end on 6/30/13. A copy of PE. No. 12-010K and 12-010Ka1 are attached.

4. Explain in detail what is being amended:

This amendment will extend the term of the exemption to 6/30/14. The term of contract P.E. 12-010K, as amended by 12-010Ka1 ends on 6/30/13.

We also request to amend this exemption to allow INNOVATE Hawaii the ability to contract the prequalified consultants from the open RFP for the program's direct needs as they arise.

5. Amended contract price for this request: \$ N/A

6. Explain in detail why the amendment(s) are necessary:

This 100% federally funded grant is being extended to 6/30/14. As specified in our federal contract with the U.S. Department of Commerce National Institute of Standards and Technology (NIST), INNOVATE Hawaii is obligated to provide assistance to small and medium-sized manufacturing companies with technical and managerial challenges, and "conduct the tasks necessary to provide the services or complete [its] objectives and plans timely and responsively." Continuing this exemption will allow the program to remain in compliance with these guidelines and sustain much needed services, by contracting with prequalified consultants from our open RFP and the providers specifically selected by companies who are seeking our assistance.

Also, as both INNOVATE Hawaii and our clients may do business with the same vendors, consolidating the procurement process and allowing INNOVATE Hawaii to contract directly with these pre-qualified providers for the program needs is an efficient use of time and resources.

7. Identify the primary responsible staff person(s) conducting and managing this procurement. Appropriate delegated procurement authority and completion of mandatory training required.)

\*Point of contact (Place asterisk after name of person to contact for additional information.)

Name	Division/Agency	Phone Number	Email address
Yuka Nagashima	DBEDT/HTDC	539-3601	ceo@htdc.org
Sandi Kanemori *	DBEDT/HTDC	539-3616	sandi@htdc.org

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.  
I certify that the information provided is to the best of my knowledge, true and correct.**

  
Department Head Signature

**MAY - 7 2013**  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: **5/8/13**

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

**Chief Procurement Officer (CPO) Comments:**

The initial approval and amendment no. 1 was granted with the understanding that the consultant selection to provide services to the manufacturer would be done through a hybrid process (RFP/Professional Services for consultant services). The approval was granted for the period 07/27/11 to 06/30/13. If the manufacturer pre-determined its selection of the consultant, the hybrid process would not be utilized. The true recipient of the funds through the program is the manufacturer. Therefore, this request to extend the usage of the hybrid process in selecting the consultant is conditioned in that the department shall conduct a competitive sealed proposals process in selecting manufacturers receiving benefits of the fund and explaining the parameters of the program.

The second part of this request is to allow the program to receive direct services from the consultants through the hybrid process. This approval is also conditioned with the understanding that a new solicitation be released to include the expansion of this work.

All awards, regardless of the dollar amount shall be posted on the awards notice site and a record of the posting be placed in the procurement /contract file. This request is approved for the period 07/01/13 to 06/30/14 and is for the solicitation process only, HRS section 103D-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express). Copies of the certificate shall also be documented in the procurement/contract file.

If there are any questions, please contact Donn Tsuruda-Kashiwabara at 586-0565 or donna.tsuruda-kashiwabara@hawaii.gov.

☒ Approved

☐ Disapproved

☐ No Action Required

  
Chief Procurement Officer

**6/24/2013**  
Date